Agency Appeal Process: This is used when the appointing authority disagrees with an allocation previously made by SCS.

Step 1: Agency appeal is received through HR Info Portal and assigned to the respective POD Agency Relationship Manager.

Step 2: The position description is thoroughly examined and compared to relevant job specifications, State Civil Service allocation criteria and comparable positions.

Step 3: The POD Agency Relationship Manager makes a decision on the allocation of the position.

Step 4: The agency will be able to view the decision in the HR Info Portal.

5.3 Appeal Process: This is used when an employee disagrees with an allocation previously made by SCS and grants the employee a reasonable opportunity to have his/her allocation reviewed by the SCS Director (SCS Director's designee) in accordance with SCS Rule 5.3(b). The employee, supervisor and Appointing Authority signature are required prior to processing.

Step 1: 5.3 Appeal is received through HR Info Portal and assigned to the Chief Operating Officer (SCS Director's designee)

Step 2: An interview may be conducted.

Step 3: The position description is thoroughly examined and compared to relevant job specifications, State Civil Service allocation criteria and comparable positions. Based on a number of factors including job duties, complexity, variety, independent judgment and scope, a report will be drafted and recommendation is made to the SCS Director.

Step 4: The Director of State Civil Service makes a decision on the allocation of the position. NOTE: The decision of the Director shall be final for a period of one year.

Step 5: The employee receives a letter from the Director notifying them of the decision. The agency will be able to view the decision in the HR Info Portal.

For additional information, see Procedures: Completing the Position Description Form.